

## **Hiring a MHRT/C**

An individual with an MHRT/C (full or provisional) is eligible to provide reimbursable services as outlined in Chapter II, section 17 and 65 of the MaineCare Benefits Manual.

There are three levels of certification listed below, with details about how to apply. Once the Muskie School Center for Learning (CFL) receives all the required documentation for an applicant, they begin the application review. CFL sends each applicant a confirmation email within one to two business days, that they have all the necessary documentation, **or not**. Submitting partial applications lengthens the process and subsequent turnaround time. As part of the hiring process, agencies may want to request that applicants share a copy of this confirmation letter with them.

CFL reviews complete applications in the order received. Sending paperwork via email is the **fastest** way to submit an application.

Please refer to the following checklist to ensure a timely and efficient review of a potential employee's application:

### **For Full certification under Pathway A, an applicant must submit:**

- ☐ An application form, and
- ☐ A copy of an official academic transcript from an approved academic program (**NOTE:** To qualify for **full certification** under this pathway, the program or degree must be one of those specifically listed in Appendix A, Section 1 of the MHRT/C Guidelines: <https://cfl-muskie.org/wp-content/uploads/2021/02/Guidelines.pdf>
- ☐ Most colleges and universities offer electronic transcripts through a service such as National Student Clearinghouse or Parchment and will forward official transcripts to the CFL within two days of the applicant's request.

### **For Full certification under Pathway B, an applicant must submit:**

- ☐ An application form, and
- ☐ A copy of an official academic transcript (**NOTE:** The program or degree must be in a human services-related field. Please refer to Appendix B of the MHRT/C Guidelines for a list of accepted degrees: <https://cfl-muskie.org/wp-content/uploads/2021/02/Guidelines.pdf> and
- ☐ A copy of a certificate of completion from the online module called "Maine's Mental Health System101: An Introduction to Our History, Values, Services and Roles" (Link to complete this training: <https://training.cfl-muskie.org/>)

### **For Provisional certification under Pathway C, an applicant must submit:**

- ☐ An application form, and
- ☐ A copy of an official academic transcript (**NOTE:** A minimum of a four-year degree or at least 30 human services-related credits are required) **OR,**

- ☐ A completed “Work Experience Verification” form documenting at least one-year of experience working in the adult behavioral health field, and
- ☐ A copy of a certificate of completion from the online module called “Maine’s Mental Health System101: An Introduction to Our History, Values, Services and Roles” (Link to complete this training: <https://training.cfl-muskie.org/>)

**Other documentation *may be* required, including:**

- ☐ A copy of name change documentation (if their current last name does not match the name on educational and/or training records)
- ☐ Credit for Work Experience (CWE) forms for each requested MHRT/C domain to waive
- ☐ Copies of certificates of completion for approved non-academic MHRT/C courses
- ☐ Copies of other relevant training completion certificates (contact hours must be listed on certificate)
- ☐ Training log with titles and contact hours listed for each training

Applications that require more in-depth analysis, e.g., course syllabi, and training descriptions, generally take longer than those requiring a less intensive review. Please allow up to three (3) weeks for the review from the time CFL receives all required documentation.

**Guidance for Completing Required Domains**

To support staff in completing their missing domains, it may be useful to work with them to develop an individualized plan regarding how to complete their missing domains within the allotted period. This could be a part of their professional development plan and developed shortly after hire. Depending on their educational and professional background and goals, this could include academic coursework, non-academic training, and/or credit for related work experience. CFL maintains a growing list of approved academic and non-academic courses and programs on its website, as well as an updated schedule of upcoming, easily accessible non-academic MHRT/C courses. Additionally, the “Forms” section of the website includes downloadable copies of all pertinent application paperwork such as the application and credit for work experience forms.